

CONSTITUTION

AND

BY-LAWS

OF THE

DOMINION OF CANADA CIVIL
SERVICE

Mutual Benefit Association,

ORGANIZED APRIL 12, 1875.

HAMILTON:

Spectator Steam Printing House, Cor. Main and James Street.

1875.



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CIVIL SERVICE

Mutual Benefit Association.

**HEAD OFFICE OF THE PROVISIONAL BOARD,
HAMILTON, - - ONTARIO.**

OFFICERS.

PRESIDENT:

LIEUT. COL. PATTON, Collector Inland Revenue.

FIRST VICE-PRESIDENT:

HENRY COLBECK, Assistant Postmaster.

SECOND VICE-PRESIDENT:

WILLIAM GILLESPIE, Customs.

DIRECTORS:

W. H. KITTSON, Collector of Customs.
S. F. ROSS, Deputy Collector Inland Revenue.
F. SHEPHERD, Customs.
ALFRED CRISP, Post Office.

SECRETARY:

W. F. MILLER, Inland Revenue.

TREASURER:

J. B. EAGER, Post Office.

AUDITORS:

JAMES GORDON, Post Office.
HERBERT L. DIXON, Customs.

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CONSTITUTION.

PREAMBLE.

WHEREAS, numerous societies have been formed for the object of benevolence, and for the laudable purpose of mutual assistance in cases where individual action alone would be ineffectual as a means to afford substantial relief, it is proposed to organize and establish on just and equitable principles, within the Civil Service of the Dominion of Canada, a Mutual Benefit Association; and to further this object, and provide for the efficient and satisfactory working thereof, the following Constitution and By-Laws have been adopted:

SEC. 1.—The name, style and title of the organization shall be The Dominion of Canada Civil Service Mutual Benefit Association.

SEC. 2.—The object of the Association shall be to provide a Benefit Fund for the relief of the widows, orphans, heirs and assigns of deceased members of the Association.

SEC. 3.—All members of the Civil Service of the Dominion of Canada, whose appointments are of a permanent nature, shall be eligible to become members of the Association, in manner as provided by the By-Laws.

SEC. 4.—The Association shall be governed and directed by a Head Board of Directors, which may have its headquarters at the City of Ottawa, and shall consist of six members, also a secretary and a treasurer. There shall also be a local board of management in each local division, such divisions being hereinafter described; said local board shall consist of three members, namely: A Chairman, Vice-Chairman, and a Secretary-Treasurer.

SEC. 5.—The President, First and Second Vice-Presidents of the Head Board of Directors shall be chosen one from each of the departments of Customs, Inland Revenue and Post office, and they shall be persons who

are eligible as members of the Association, and together with the other three Directors, Secretary and Treasurer, shall reside in the Local Division wherein the Head Board of Directors is established. The said Board of Directors shall be elected to hold office for one year. The Secretary and the Treasurer of the Head Board of Directors shall receive an annual remuneration for their services as provided by By-Laws. The members of the local boards of management shall be elected annually, one from each of the departments of Customs, Inland Revenue and Post office, provided that each of the departments is represented in the membership of the local division and they shall be members of the Association, and reside in the local division for which they are elected.

SEC. 6.—To facilitate the supervision and management of the Association, the Inland Revenue Divisions as they are now constituted, or as they may hereafter be defined, shall constitute the local divisions in which local boards of management shall be established and have jurisdiction.

SEC. 7.—The Association shall have the power to make and adopt By-Laws for the administration of the property and affairs of the Association, and for the admission of members and the cancellation of members' certificates, and also to repeal and amend the Constitution and By-Laws.

SEC. 8.—That there shall be a Permanent Fund formed, which shall not at any time exceed the sum of twenty thousand dollars of lawful money of Canada, which fund shall be raised from moneys received, being members' entrance fees, subscriptions and donations as hereinafter described; the said moneys shall be invested, and the interest accruing thereon be disposed of in manner as by By-Law hereinafter provided.

SEC. 9.—That to provide for the carrying into immediate operation the principles of the Association, and also to provide for its progressive organization and management during the interval pending its incorporation, a Provisional Board of Directors shall be elected from among the Civil Service Employees residing in the

local division of Hamilton, the said board to consist of six members, two chosen from each of the departments of Customs, Inland Revenue and Post Office, being members of the Association; and said Provisional Board shall be invested with full powers to act in all matters involving the interests of the Association in manner as provided by the By-laws made and adopted to govern the management of the Head Board of Directors. The members of the Provisional Board of Directors shall be elected at a meeting held for that purpose in the City of Hamilton, at which meeting two Auditors shall be elected. The Provisional Board of Directors shall elect its own President, First and Second Vice-Presidents, also a Secretary and a Treasurer. The Provisional Board of Directors shall, besides managing the general business of the Association, take all necessary steps to have it incorporated as soon as the status thereof will justify such a proceeding; and further, when said Act of Incorporation shall have been obtained, and the Head Board of Directors elected, then the functions and duties of the Provisional Board shall cease, and all the books, accounts, moneys, correspondence and property, whatsoever belonging to the Association shall be handed over by the Provisional Board to their successors in office, the Head Board.

SEC. 10.—That an annual meeting of the Head Board of Directors shall be held on the first Monday in March in each year, at which meeting the Directors shall submit a financial report containing a statement of the receipts and disbursements of the Association during the past year, ending the thirty-first day of December, next preceding the date of holding said annual meeting; also a statement of the present membership of the Association, showing the changes that have been made therein, as set forth in the aggregate register, as kept by the Secretary during the year ending the thirty-first day of December, next preceding the date of said annual meeting, and all other matters that may have a bearing on the interests and welfare of the Association.

SEC. 11.—That at the annual meeting of the Head Board of Directors, the election of a New Board of Directors,

Secretary, Treasurer and two Auditors shall take place, and be then declared in manner as by By-Law provided.

SEC. 12.—That an annual meeting of the Local Boards of management, and members of the local divisions shall be held in each division, on the Second Monday in January of each year, at which meeting the board shall submit a general and full statement of the affairs of the Association in such local division, in manner as by By-Law provided.

SEC. 13.—That at the annual meeting of the Local Boards of management, the members then present shall elect a New Board of management to manage the affairs of the local division for the then current year, in manner as by By-Laws provided.

SEC. 14.—That certificates of membership shall be granted to each confirmed member of the Association, such certificates to be in form as hereinafter provided, and to be issued by the Head Board of Directors on requisition made by the Local Boards, said certificates to be numbered consecutively, and to be signed by the President and Secretary of the Head Board, and have affixed thereto the corporate seal of the Association, and be countersigned by the chairman of the Local Board recommending the granting thereof.

BY-LAWS:

ARTICLE I.—MEMBERSHIP.

SEC. 1.—The admission fee to the membership of the Association shall be graduated according to age as follows:

Members twenty years of age and under, on	
being admitted, shall pay an entrance fee of \$	2 00
Those twenty-five and under shall pay.....	3 00
" thirty " "	4 00
" thirty-five " "	5 00
" forty " "	6 00
" forty-five " "	8 00
" fifty " "	10 00
" fifty-five " "	12 00
" sixty " "	14 00
" over sixty " "	16 00

Provided, that after the first day of March, one thousand eight hundred and seventy-six, no applicant, whose age shall exceed forty-five years, shall be admitted to membership of the Association.

SEC. 2.—Applications for membership shall be made to the Secretary-Treasurer of the local board of the division in which the applicant resides, on a printed form provided by the Association for the purpose, and to be obtained from the Secretary-Treasurer. The entrance fee must be paid at the time of making the application.

SEC. 3.—Until the first day of March, one thousand eight hundred and seventy-six, one dollar shall be accepted as an instalment of the regular entrance fee, and shall entitle the applicant to the full privileges of membership in the interim; but after the date above named, the balance of the regular entrance fee must be paid in order that the member's standing be confirmed and to entitle him to receive the Association's Certificate of Membership.

SEC. 4.—In case of the death of any member of the Association, during the time intervening the first day of March, one thousand eight hundred and seventy-six, the balance of the entrance fee due on account of the deceased, shall be deducted from the amount of his claim on the Association's Benefit Fund.

SEC. 5.—Upon the death of a member of the Association, each member, whose name stands recorded in the Association's Aggregate Register, upon being duly notified, shall pay, or cause to be paid, to the Secretary-Treasurer of the local board of the division, in whose register the member's name stands last recorded, and within thirty days from the date of the notice, the sum of one dollar in lawful currency.

SEC. 6.—Any member refusing or omitting to pay, at the proper time, and after having been duly notified, any fees, dues or moneys, as by by-law provided that a member of the Association shall pay, shall be deemed a defaulter, and pay a fine of ten per cent. on the amount in default; and upon receiving a second notice, if the said member persists in ignoring such notice, then, after the expiration of sixty days from the date of the first notice, the defaulting member's name shall be struck from the Association's register books; his Certificate of Membership shall be cancelled, and he shall thenceforward have no right, title, or interest whatever in the Association; and in no case shall such defaulting member have any claim on the Association for a refund of moneys that he may have from time to time contributed to its funds.

SEC. 7.—If any party whose Certificate of Membership has been cancelled for any default as aforesaid, shall, within six months from the date of cancellation, appear before the local board from whose register his name was erased, and give satisfactory evidence that the default, or omission of duty was not owing to any intentional or wilful neglect on his part, but was caused by unavoidable circumstances; then the said board may reinstate such party, subject to the approval of the Head Board of Directors, providing he shall first pay all the dues that he would have been liable to pay, had he been a member in good standing, during the time

intervening the default and the renewal of his membership, together with ten per cent. per month added thereto.

SEC. 8.—After the first day of March, one thousand eight hundred and seventy-six, each member in good standing on the Association's books shall be entitled to receive a Certificate of Membership, duly signed, and under the Seal of the Association.

SEC. 9.—Each member, on being admitted to the Association, shall have his name and record entered in the authorized register of the Local Board, which record he shall ratify by affixing his signature thereto.

SEC. 10.—It shall be the duty of any member of the Association who may leave the Civil Service, or who may change his place of residence, to notify the Secretary-Treasurer of the event; and it shall further be the duty of any member, at all times, to keep the Secretary-Treasurer of the Local Board in whose register his name stands last recorded informed of his place of residence and postal address; and failing to do so, such member shall be liable to the penalties as provided in section No. 6, Art. I. of those By-laws.

SEC. 11.—Any member of the Association removing from one local division to another shall, upon application to the Secretary-Treasurer of the division into which he removes, have his name recorded in the register of such division, and thenceforward be entitled to all the privileges and rights of the members of the Association in that local division, upon producing the Association's certificate of membership.

SEC. 12.—The rightful heirs or assigns of a deceased member of the Association shall be entitled to receive from its benefit fund a sum that shall equal in number of dollars the number of members in good standing, whose names are at the time of the death recorded in the aggregate register, as kept by the Secretary of the Head Board of Directors.

SEC. 13.—All applications for a deceased members' interest in the Association's benefit fund shall be made on a printed form provided for that purpose, and it shall be the duty of the heirs or assigns of the deceased, before they shall be entitled to receive any payment of

moneys from the Association, to furnish evidence of the death, and also evidence of their legal right and title to make the claim; and such proof, evidence and testimony shall be made in manner to the full satisfaction of the Local Board in whose register the deceased member's name stands last recorded; and in no case shall any levy for such claim be made on the members of the Association, until such death and claimant's rights have been satisfactorily established.

SEC. 14.—In any case where doubts arise as to the evidence of death, the proof of legality of claim, or as to the assured identity of the claimant of a deceased member's interest in the Association's Benefit Fund, the local board, with whom rests the duty of determining the same, shall submit the case to the Head Board of Directors, and their decision shall govern the subsequent action of the local board in the matter.

SEC. 15.—Any just and satisfactorily proven claim made on the Association for a deceased member's interest in the Benefit Fund shall be paid within sixty days after the presentation of the claim.

SEC. 16.—The eligibility of parties applying to be admitted to the membership of the Association shall be determined by the local boards, governed by the By-laws of the Association bearing thereon; and subject to the approval of the Head Board of Directors.

SEC. 17.—All the necessary forms, papers and documents, required to carry out the Regulations and By-laws of the Association, shall be furnished by the Association, free of cost, to the parties concerned, on application to the Secretary-Treasurer of the Local Boards.

SEC. 18.—On or before the second Monday in January of each and every year, each member shall pay, or cause to be paid, to the Secretary-Treasurer of the Local Division in which his name stands last recorded, an annual fee, being a sum of money equal to ten per cent, on the amount of the entrance fee paid by such party on his being admitted to the membership of the Association; and any member neglecting or refusing to pay the above named annual fee before the date aforesaid, shall be debarred from voting at the annual

meeting of the Local Board or taking any part in the proceedings thereof.

ARTICLE II.—HEAD BOARD OF DIRECTORS.

SEC. 1.—The Head Board of Directors shall have the general supervision of the affairs of the Association, and shall manage the finances thereof; any business transacted by the Local Boards shall be subject to their approval; all members' certificates shall be granted by them; the payment of all claims made on the Association shall be authorized by them; they shall decide on all matters submitted by the Local Boards for their examination and approval; they shall have the power to suspend or dismiss the Treasurer or the Secretary for any default or neglect of duty, and to appoint others to fill the position vacated until the next annual meeting; and in all matters pertaining to the interests of the Association, and to the efficient and faithful carrying out of the Constitution and By-laws in accordance with the true intent and meaning thereof, they shall have full power and jurisdiction.

SEC. 2.—The Board of Directors shall meet four times in each year, exclusive of the annual meeting (Con., sec. 10.)—to wit: on the second Monday in each of the months of January, April, July and October, at which quarterly meetings the general business of the Association shall be disposed of. At the annual meeting, any nine members being present shall form a quorum for the transaction of business; and at the general meetings of the Directors, four members being present shall form a quorum.

SEC. 3.—The President of the Association, when present, shall preside at all meetings, and shall determine the order of business, giving the casting vote whenever requisite in any matter or question before the Board. He shall call special meetings of the Board when necessary for any emergent business; he shall countersign all orders drawn on the Treasurer, such orders having first been sanctioned by the Board, and he shall invest and take charge of all the funds of the Association, in conjunction with the Treasurer; he shall sign all certificates of membership, and, with the

Treasurer, he shall, as soon as possible, deposit all moneys received on account of the Association in a chartered bank—reserving, however, the sum of fifty dollars in the hands of the Treasurer to meet current expenses. By the President's order only shall the seal of the Association be affixed to any paper or document issued by the Association.

SEC. 4.—In the absence of the President at any meeting, the First Vice-President—or, in case of his absence also, the Second Vice-President—shall preside, with plenary power to act in all matters brought before such meeting.

SEC. 5. The Treasurer of the Head Board shall receive all moneys on account of the Association, and give receipts therefor; he shall pay all demands made on the Association in such manner as may be specified in the orders drawn upon him and countersigned by the President, and shall make due and correct entries of all such transactions in the authorized books of the Association; he shall keep separate cash accounts with each local division, and also keep detailed accounts of receipts and expenditures in suitable books provided by the Association, and such books shall be open for inspection at the regular quarterly meetings, with an abstract stating the sums received and expended since the last quarterly meeting, also the money on hand and on deposit; he shall also countersign and enter all cheques as directed (Art. 5 Sec. 8). The Treasurer shall make out a detailed financial statement at the end of each year, which statement shall have been examined by the Auditors at least two weeks before the annual meeting, at which meeting it shall be submitted for approval by the Directors; he shall also carefully keep and produce when required all orders, receipts, cheques, accounts and vouchers having reference to such annual statement. On retiring or on being deprived of office, the Treasurer shall give up all moneys, books, accounts, papers and goods whatever being the property of the Association, in good order and without any reservation thereof, to his successor in office.

SEC. 6.—The Treasurer shall receive an annual re-

muneration for his services, the value of which shall be determined from time to time by the Directors.

SEC. 7.—The Secretary shall perform all the correspondence of the Board of Directors, and he shall communicate to the President or the board at his earliest convenience, all letters received, and answer the same as by them directed; he shall have the custody of the books, papers, records, correspondence and other documents of the Association (excepting those pertaining to the office of Treasurer), which he shall keep carefully and in good order, and he shall deliver up the same in like good order and without any reservation to his successor in office; he shall have charge of the seal of the Association, and shall affix it to any document or paper only by order or under the authority of the President; he shall keep a list of the members of the Association, having a separate account with each local division, and he shall make such changes therein as from time to time he shall be notified of by the Secretary-Treasurers of Local Boards; and with the approval of the President or Directors he shall erase from the list of members the names of such persons as by the terms of the Constitution and By-Laws shall have forfeited their title to membership, and all such alterations made in the aggregate register shall be submitted at the next quarterly meeting of the board for their approval and confirmation. The Secretary shall give notice of all meetings at the proper time, and shall faithfully send all notices as required by the By-Laws to be given to the Local Boards; he shall prepare a correct and detailed statement of the membership of the Association at the end of each year, showing all the changes that have been made by death, removal, admission, withdrawal or cancellation of membership for any default, as shown in the Association's aggregate register of members, such statement to be submitted at the annual meeting of the board and form part of their general annual report of the affairs of the Association. The Secretary shall perform all and every other duty pertaining to the secretaryship of the Association, as by Constitution and By-Laws provided. He shall receive an annual remuneration for his ser-

vices, the value of which shall be determined by the Directors.

SEC. 8.—So soon as practicable, after the annual meeting in each year, the Report of the Directors shall be printed, and a sufficient number of copies thereof sent to each Local Board, so that each member may receive a copy.

SEC. 9.—All books, papers, forms and documents, required to carry out the practice of the Rules and Regulations of the Association, embodied in the Constitution and By-laws thereof, shall be provided by the Head Board of Directors, or shall be authorized by them to be provided, and to be paid for out of the general funds of the Association; and said books, forms, and documents shall be printed in form and manner as shall from time to time be directed and authorized by the Head Board.

ARTICLE III.—LOCAL BOARDS.

SEC. 1.—Local Boards shall have the general management of the affairs of the Association within the local division for which the Board has been elected.

SEC. 2.—The meetings of the Local Boards shall be held at the city, town or village, which is appointed to be the post office address of the Collector of Inland Revenue for such division; at the meetings of Local Boards two members shall form a quorum.

SEC. 3.—Local Boards shall decide upon the admission of members; shall cancel certificates of membership in the division for any default as by by-law is provided; certify to the proof of the death of any member of the Association on the division's Register; investigate and certify to the justness of any claim made by the heirs or assigns of a deceased member of the division; obtain certificates of membership for newly admitted members, and provide all the books, papers, and documents required to transact the business of the Association in the local division.

SEC. 4.—They shall collect all dues, fees and arrearages, as by By-law provided, from the members of the Association in the Local Division, and they shall pay

all duly and authorized claims that may from time to time arise, and take and give receipts for the same.

SEC. 5.—The Local Boards shall hold meetings for the transaction of business at such time and place as they shall decide, and they may convene a meeting of the members of the division whenever any emergent business shall justify such proceeding, and they shall hold the annual meeting as by Constitution provided. The Chairman of the Board shall call a meeting of the members, when required to do so, by a requisition signed by seven members of the Local Division in good standing on the Register of the Division.

SEC. 6.—At the annual meeting the Chairman shall preside, and seven members being present shall form a quorum for the transaction of business. Two auditors shall be appointed to audit the accounts, and they shall then and there audit the same. The Secretary-Treasurer shall submit the yearly financial report and a general statement of the transactions during the past year, and an account of the present position of the Association in the Local Division. After the adoption of the yearly report and the transaction of the routine business of the meeting, the members present shall proceed to elect (by ballot) the officers for the then current year—a Chairman, Vice-Chairman, and a Secretary-Treasurer. Candidates for each office shall be nominated, seconded, and voted for separately in order as above written, and a majority of the votes of the members present cast for any candidate shall give him the election. The Chairman shall have a vote, and if the result be a tie, he shall give an open casting vote. After the election of officers of the Local Board, the meeting shall propose and select the candidates they wish to have put on the list of nominees for the Head Board of Directors.

SEC. 7.—In case of a vacancy occurring in the Local Board, through death, resignation, or otherwise, the remaining members thereof shall, as soon as possible thereafter, convene a meeting of the members, and elect an officer to fill the vacancy for the residue of the year, in manner as provided in section 6 of this Article.

SEC. 8.—The Chairman of the Local Board, when

present, shall preside at all meetings; he shall authorize the payment of all moneys, and without his sanction and approval no expense shall be incurred by the Board; he shall countersign all members' certificates granted on the division; shall instruct the Secretary-Treasurer to call meetings, and he shall decide the place of such meetings.

SEC. 9.—In case of difference arising on any matter of business, or doubts in regard to the payment of money, admission of members, cancelling of membership, or other matter concerning the interests of the local division, the Chairman shall cause the matter in doubt or dispute to be referred to the Head Board of Directors to determine; and their decision shall govern the subsequent action of the Local Board in the matter so referred.

SEC. 10.—Should the Chairman be absent from any meeting, the Vice-Chairman shall preside in his place, with full power to act in all matters that shall be brought before the meeting.

SEC. 11.—The Secretary-Treasurer shall attend all the meetings of the Board, and act as the Secretary thereof, and keep a just record of the proceedings in an approved minute-book; he shall perform all the correspondence of the Board; and keep an authorized cash-book, entering therein a correct and faithful account of all moneys received and payments made, and he shall carefully preserve all vouchers, cheques, notes and accounts connected with the receipts and disbursements; when the cash receipts amount to twenty dollars he shall, without delay, remit the amount to the Treasurer of the Head Board of Directors. The Secretary-Treasurer shall keep a correct record of the members of the Association in the local division, entering a detailed account of all the changes that take place in the membership, in accordance with the headings, form and design of the member's register, authorized and provided by the Association for the purpose; he shall notify the Secretary of the Head Board of any death or change that shall take place in the membership of the local division, and in all cases, immediately, or at as early a date thereafter as possible. Upon the

death of any member of the Association whose name stands recorded in the register of the local division, having been satisfactorily proven, and the relatives', heirs' or assigns' claim recognized as correct, or when the Board shall have received notice from the Secretary of the Head Board of the death of a member in any other local division, then the Secretary-Treasurer shall immediately issue the proper notice to each member on the register of the division, requiring him to pay the sum of one dollar within the space of thirty days from the date of the notice; and upon the expiration of the said thirty days, the amount of money which has been paid to the Secretary-Treasurer shall be transmitted to the Treasurer of the Head Board, denoting its object. The Secretary-Treasurer shall submit his annual report, as provided, at the annual meeting; and upon the said report being adopted as satisfactory, he shall, within six days thereafter, forward a faithful copy thereof to the Secretary of the Head Board of Directors. He shall have all the books, vouchers accounts and correspondence prepared to be submitted at the annual meeting, and shall furnish any explanation in reference thereto, in order to assist the auditors and the members present to satisfy themselves as to their correctness; he shall notify all the members on the local register of the day, time, and place of the annual meeting at least six days before the meeting takes place. The Secretary-Treasurer shall receive all dues, subscriptions, donations and arrearages accruing in the division; he shall give receipts therefor, and credit each party with the amount of his payment in the cash-book of the local division; he shall perform all and every other duty that shall be required of him in carrying out the By-laws of the Association, and in manner as therein provided. The Secretary-Treasurer shall be the custodian of the books, papers, accounts, correspondence, and other property of the Association in the local division, which he shall keep carefully and in good order and in like good order, give them up to his successor in office.

SEC. 12 — The Local Boards shall receive and hold during the year, to provide for the payment of any con-

tingent expense, the amount of annual fees, as provided for in Article I., sec 18, of these By-laws; and at the end of each financial year any portion of such money being unexpended, it shall be transmitted to the Treasurer of the Head Board, and form part of the Association's general fund.

ARTICLE IV.—ELECTION OF HEAD BOARD OF DIRECTORS.

SEC. 1.—Six Directors and two Auditors for the Head Board shall be elected annually, and declared at the yearly meeting of the Association, as provided by the Constitution Sec's 10 and 11.

SEC. 2.—Local Boards of management shall have the power to nominate candidates for the Directors of the Head Board, and such nominations shall be made at the regular annual meetings of the Local Board; the names of the candidates then chosen shall be transmitted by the Secretary-Treasurer to the Secretary of the Head Board, who, upon receiving the nomination list shall inform the parties named therein of their selection, and obtain their consent thereto before such nominees shall be accepted.

SEC. 3.—The members of the existing board shall be eligible for re-election, and if a sufficient number of candidates have not been nominated by the Local Boards, the Board of Directors shall nominate others who are eligible, to complete the requisite number.

SEC. 4.—A certified list of the candidates nominated shall be sent by the Secretary of the Head Board to the Secretary-Treasurer of each local division, who shall immediately after receiving the list convene a meeting of the members of his local division to cast their votes thereon; the voting shall be by ballot; the six Directors being voted for at one and the same time.

SEC. 5.—Two Scrutineers shall be appointed at the meeting, who shall also be entitled to vote, each member then present shall receive a blank ballot paper upon which he shall write the names of the six candidates for whom he casts his vote, and then place his completed paper in the ballot box. When all the

ballots have been collected the Scrutineers shall examine them and carefully cast up the votes, and they shall declare the number of votes given for each candidate, and the names of the six who have received the highest number of votes shall be returned as the choice of the local division.

SEC. 6.—The election so made (Sec. 5) shall be faithfully recorded by the Secretary-Treasurer in the minute book of the local division, and a return thereof shall be correctly made, signed by the Chairman and Secretary-Treasurer and forwarded to the Secretary of the Head Board in a sealed envelope marked "Local division election vote," and such return shall not be opened by the Secretary until the time for examination of the votes at the annual meeting of the Head Board of Directors.

SEC. 7.—At the regular annual meeting of the Association, after the transaction of the regular business, two scrutineers shall be appointed, who shall forthwith receive from the Secretary the sealed envelopes containing the Local Division voting papers; the scrutineers shall carefully examine the papers and cast up the votes returned therein, and report to the meeting the number of votes given to each candidate; and the names of the six who shall have received the largest number of votes shall be declared as the legally elected Directors of the Association for the then current year. Two Auditors shall then be elected by an open vote of the members then present to audit the accounts of the Association for the year. The Auditors may be chosen from other parties than those of the Civil Service, provided that at any time within two weeks previous to the annual meeting, the books, accounts, and papers of the Association shall be submitted to the examination and audit of an appointee of any Local Board, which shall, for its own satisfaction, or to allay any doubt respecting the same, determine on such action.

SEC. 8.—The Secretary and Treasurer of the Head Board shall be elected or appointed annually by the Directors, and shall be chosen from the Civil Service, being parties who are eligible as members of the Association. They shall hold office at pleasure of the said

Board of Directors, provided that no such officer shall be removed except by the concurrence of at least a majority of the full Board.

SEC. 9.—The Secretary of the Head Board shall, within two weeks after the annual meeting, send to each of the Local Boards a list of the names of the members of the newly elected Board, also of the Secretary and the Treasurer.

SEC. 10.—The election of Directors shall always be decided by the returns of voting papers received from the Local Divisions up to the time of the annual meeting, due care having been exercised by the Secretary to furnish the list of candidates nominated, to each Local Board (Sec. 4) so that they may have sufficient time to vote thereon and make the return.

SEC. 11.—The Secretary of the Head Board shall enter in the authorized minute book a faithful record of the proceedings at the election of Directors, and shall keep carefully on file the voting returns made by each Local Division; also he shall carefully preserve the envelopes that were forwarded with the returns from each Local Division.

ARTICLE V.—FINANCES.

SEC. 1.—All moneys whatever collected or received by the Local Boards on account of the Association's funds, shall be immediately paid over to the Treasurer of the Head Board of Directors, and such payments shall be made by draft or cheque on some chartered bank, or by Post office order, when the amount shall exceed the sum of twenty dollars.

SEC. 2.—The Treasurer of the Head Board shall place all moneys received in some chartered bank as determined by the Directors, and such deposits shall be made in the name of the President and Treasurer of the Association for the time being, provided that the Treasurer may keep in hand a sum not exceeding fifty dollars to meet the payment of incidental expenses that may be incurred legitimately in managing the business of the Association.

SEC. 3.—A reserve fund shall be deposited in the bank, on call, to meet the payment of claims made by

the representatives of deceased members, and the amount of such reserve shall at all times equal, but not exceed in number of dollars, the total number of members whose names stand recorded in the Association's aggregate register of membership, as kept by the Secretary and written at the time; the reserve having been withdrawn and used for its legal purpose, it shall be replaced by the moneys derived from the collection of one dollar from each member, as provided by By-Law Art. 1. Sec. 5, so soon as the Treasurer shall receive the same from the Local Boards.

SEC. 4.—The permanent fund (Con. Sec. 8,) shall be made up from the moneys derived from all sources; the balance on hand as shown in the financial statement of the Treasurer at the end of each financial year, after paying all the expenses of managing the affairs of the Association, and providing for the reserve fund (Sec. 3,) shall be invested from year to year as part of the permanent fund.

SEC. 5.—The permanent fund shall be invested in some chartered bank, government bonds or debentures, or in the Post Office department, as the Board of Directors shall from time to time determine as best for the interests of the Association. It shall be invested in the name of the President and Treasurer for the time being and their legally elected successors in office, and for the interests of the Dominion of Canada Civil Service Mutual Benefit Association.

SEC. 6.—The interest accruing on the invested permanent fund shall be drawn semi-annually, and shall be included as part of the receipts in the Treasurer's yearly financial statement. When the permanent fund shall have reached the sum of twenty thousand dollars, no further addition shall be made thereto, but the said sum of twenty thousand dollars shall remain invested as the maximum permanent fund of the Association.

SEC. 7.—After the maximum permanent fund has been formed, the balance of moneys on hand at the end of each financial year, as shown by the Treasurer's yearly statement—which statement shall always include the interest accrued on the permanent fund, and shall provide for the reserve fund (Sec. 3)—shall form a fund

to be applied in supplementing the benefit given to the heirs or assigns of deceased members during that year.

SEC. 3.—At each annual meeting the Board of Directors shall dispose of the surplus (Sec 7) by dividing the number of deaths that have taken place during the past year, ending on the thirty first day of December next preceding the annual meeting, into the amount of such surplus, and the quotient derived therefrom shall be paid to each of the representatives of deceased members, who shall have previously received the regularly provided benefit from the Association's funds; and the payment of such extra benefit shall be made within thirty days after the holding of the annual meeting. The payment shall be made by a draft or cheque drawn by the Treasurer, and countersigned by the President, in favor of the deceased member's legal representatives; the cheque or draft shall be transmitted to the Secretary-Treasurer of the Local Board in whose division the party resides, or through whose hands the former benefit was paid, and the Secretary-Treasurer shall pay, or cause to be paid, to the said party such draft or cheque, and take a receipt therefor.

SEC. 9.—When the amount derived from members' annual fee (Art. I, sec. 18,) shall at any one time exceed ten dollars, it shall be deposited in some bank in the name of the Chairman and Secretary-Treasurer of the local division; and it shall be withdrawn only by cheques signed by the Secretary Treasurer and countersigned by the Chairman. The said money shall be used only in payment of the legitimate expenses incurred in managing the Association's affairs in the local division. At the end of each financial year, should a surplus of the fund be found to exist over and above what is required for necessary expenses, then the balance shall be at once remitted by the Secretary-Treasurer to the Treasurer of the Head Board, who shall include the amount in the financial statement made at the next annual meeting of the Association.

SEC. 10.—All moneys of the Association not invested as aforesaid, shall be placed by the Treasurer forthwith, after he receives the same, in the Association's bank, in the name of the President and Treasurer, and for the interests of the Association.

SEC. 11.—No money shall be drawn from the bank, whether it be placed on call, special deposit, or otherwise for the benefit of the Association, except by an order, cheque or draft, signed by the Treasurer and countersigned by the President of the Association.

ARTICLE VI.—AMENDMENT OF BY-LAWS.

SEC. 1.—The Constitution and By-laws of the Association shall not be altered, amended or added to, except at an annual meeting of the Head Board, and then only by a two-thirds majority of the members whose votes have been cast on such amendment.

SEC. 2.—Any Local Board, directed by a majority of the members present at any meeting, or the Board of Directors, may propose an amendment, alteration, or addition to the Constitution or By-laws; and such motion shall be made in writing, and, if adopted, it shall be sent to the Secretary of the Head Board at least two months previous to the annual meeting.

SEC. 3.—Upon the receipt of a written notice of amendment (Sec. 2), the Secretary shall be directed by the Board to have a sufficient number of copies thereof printed, and forward a copy to the Secretary-Treasurer of each Local Division, who upon the receipt of the printed copy, shall immediately call a meeting of the members of his Division to vote thereon, and forthwith report the result of the voting to the Secretary of the Head Board, in a sealed envelope marked "Vote on By-law Amendment," and at the next annual meeting of the Board such voting papers shall be dealt with in manner as is provided for the election of Directors (Art. iv., Sec. 7), and the voting papers then received shall decide for or against the amendment.

SEC. 4.—If the amendment be carried, printed copies thereof shall be sent to the Secretary-Treasurer of each Local Division, sufficient in number to supply each member with one copy, and the Secretary-Treasurer shall write the amendment in the regular minute book, and attach a copy thereof to the By-laws of the Association for future reference and guidance.

ARTICLE VII.

The Provisional Board of Directors shall continue to hold office until the first Monday in March, one thousand eight hundred and seventy-six. If at that date the provisions of the Constitution, Section 9, have not been carried out, then at the annual meeting of the Board, after the general business of the Association has been completed, a new Board of Directors shall be chosen and elected; provided that the members of the retiring Board shall be eligible for re-election. The six Directors shall be nominated and elected by ballot. Two Auditors shall also be chosen at said meeting, to act for the then current year, and shall be elected by open vote. The votes of the members present at the meeting shall decide the election. The Secretary and Treasurer shall be appointed by the Provisional Directors.

ARTICLE VIII.

In any Local Division wherein Local Boards cannot be at once formed, the Head Board of Directors may appoint an agent and authorize him to manage the affairs of the Association for the time being in the Division; and the agent so appointed shall be a member of the Civil Service, and eligible to the membership of the Association; he shall communicate with the nearest Local Board or with the Head Board, as shall be determined; provided that no agent shall be appointed in any Division wherein it is practicable to elect a Local Board; and such agent's office shall be cancelled so soon as a Board shall have been elected, unto which Board the agent, on retiring, shall give up in good order all books, accounts and property whatever belonging to the Association, without any reservation.

ARTICLE IX.

Any notice required by by-law to be given by the Secretary, or the Secretary-Treasurer, to members of the Association, shall be construed as having been duly served, if delivered to the member, left at his residence or place of business, or mailed, post-paid, to his post-

office address, as last furnished to the Secretary, or the Secretary-Treasurer, as is by law provided in such case.

ARTICLE X.

Any party, on being admitted to the membership of the Association, shall pay, in addition to the prescribed entrance fee, and at the same time, the annual fee, as provided by Article I., Sec. 18, of these By-laws.

ARTICLE XI.

The Association shall not be dissolved so long as one hundred members determine to continue it, and in case of a dissolution thereof, the permanent fund and all other moneys and resources belonging to the Association, after paying all liabilities and just claims, shall be equally divided among the members of the Association who are at the time in good standing, and have their names recorded in the authorized Members' Register of the Association.

Abstract The purpose of this study was to determine the effect of a 12-week, low-intensity, supervised walking program on the physical and psychological health of sedentary, middle-aged women. The study was a randomized, controlled trial. The subjects were 40 sedentary, middle-aged women who were randomly assigned to either a supervised walking program or a control group. The walking program consisted of 12 weeks of supervised walking, 3 times per week, for 30 minutes per session. The control group consisted of 20 women who did not participate in the walking program. The subjects were assessed at baseline and at 12 weeks. The walking program had a significant positive effect on the physical and psychological health of the subjects. The walking program significantly improved the subjects' physical health, as measured by the 6-minute walk test, the 12-minute walk test, and the 400-meter walk test. The walking program also significantly improved the subjects' psychological health, as measured by the Beck Depression Inventory, the State-Trait Anxiety Inventory, and the Visual Analog Scale. The walking program had no significant effect on the subjects' weight, blood pressure, or cholesterol levels. The results of this study suggest that a 12-week, low-intensity, supervised walking program can improve the physical and psychological health of sedentary, middle-aged women.

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